

**The New South Wales Greyhound Breeders, Owners & Trainers'  
Association Limited: District Constitution**

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**REFERENCE SCHEDULE**

<b>Name of District</b>	
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**1. DETAILS OF DISTRICT**

- 1.1 The name of the District is stated in the Reference Schedule.

**2. PRELIMINARY**

- 2.1. This District Constitution applies to all Districts of the Association created pursuant to the Constitution of the Association.
- 2.2. Districts of the Association are not legal entities independent of the Association.
- 2.3. Districts are subject to the Constitution of the Association.

**3. INTERPRETATION**

- 3.1. The provisions of Part 2 of the Constitution of the Association with respect to interpretation apply to this District Constitution.

**4. DICTIONARY**

- 4.1. In this Constitution unless there is something in the subject or context inconsistent therewith the definitions in Part 3 of the Constitution of the Association apply to this District Constitution.

**5. ALTERATIONS TO THE CONSTITUTION**

- 5.1. Alterations or additions to this District Constitution may only be made by resolution of the Directors of the Association.

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- 5.2. Any alteration or addition to the District Constitution will take effect upon the date of the resolution of the directors making the alteration or addition or such other date as the Directors may nominate.

## **6. OBJECTS**

- 6.1. The objects for which the District is to facilitate the pursuit of the objects of the Association within the area for which the District is responsible.

## **7. MEMBERS**

- 7.1. The members of a District will be the two District Delegates elected by the Branches within the District.
- 7.2. Members must conduct themselves appropriately whenever attending meetings or in dealings with District Officers including but limited to;
- 7.2.1. Compliance with any Code of Conduct adopted by the Association from time to time;
  - 7.2.2. Adherence with any meeting procedure adopted by the District from time to time;
  - 7.2.3. Ensuring that their conduct is not disruptive of the business of the District.
  - 7.2.4. The Chairperson may report any misconduct by a member to the Association to be dealt with under the disciplinary provisions of the Constitution of the Association.

## **8. CONDUCT AND CONTINUATION OF A DISTRICT**

- 8.1. The functions, conduct and powers of a District shall be as prescribed by the Directors from time to time. Guidelines for the

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conduct of Districts are set out in the document headed Guidelines for District Officials annexed to this Constitution.

- 8.2. The Directors may at any time and without providing reasons take over the administration and control of a District by notice in writing.
- 8.3. The Directors may at any time give a direction to or make a decision affecting any District and such decision shall be binding upon that District.
- 8.4. The Directors may suspend without notice the operation of any District.
- 8.5. The Directors must adhere to any protocol adopted by the Association from time to time in relation to guest speakers.

### **9. MEETINGS**

- 9.1. A District must hold an annual general meeting in February of each year.
- 9.2. A District must hold a minimum of 10 monthly meetings each year.
- 9.3. All general meetings of a District shall be held at such a time and place as the District shall in general meetings determine.
- 9.4. The business office of the District shall be determined by the District in general meeting and the secretary of the District shall notify the Secretary of the address of such business office and of any changes of address.
- 9.5. A quorum for District meeting is one half of the members.

### **10. ELECTION OF DISTRICT OFFICERS**

- 10.1. At each annual general meeting of a District, the members thereof shall elect from among their numbers as the officers of the District a Chairperson, Vice-chairperson, Secretary, Treasurer and two (2) Auditors.

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- 10.2. In the event of any officer of the District resigning from office or ceasing to be a member of the District or of the Association, he shall immediately cease to hold office and the members of the District shall in general meeting elect one from among their number to fill the office vacated for the unexpired portion of the term for which his predecessor was elected.
- 10.3. The business and affairs of the District shall be under control and management of the Board of Directors.

**11. DISTRICT POWERS**

- 11.1. Subject to the following clause a District may decide and deal with any matter relating to the conduct of greyhound racing within New South Wales including any matter referred by a Branch.
- 11.2. A District may only at the request of or with the approval of the GBOTA Board of Directors write to politicians, the media, consultative body or the peak body on greyhound issues.
- 11.3. A District may assist Directors and staff in promoting the GBOTA racetracks.
- 11.4. A District may not act in a manner that is inconsistent with a decision of the Association.
- 11.5. A District is not capable of or authorised to incur any liability or contractual obligation on the part of the Association.
- 11.6. Any decision made by a District must be passed by a majority of members at the meeting.
- 11.7. No decision is to be made without a quorum present at the meeting.

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**12. DISTRICT FUNDS**

- 12.1. District funds shall consist of advances or monies from time to time allotted to the District by the Directors and shall remain the property of the Association.
- 12.2. District funds shall be under the control of the secretary and treasurer of the District and must be held in a bank account.
- 12.3. Each cheque drawn on such bank account shall be signed by any two of those holding the offices of Chairperson, secretary or treasurer of the District.
- 12.4. All payments made on behalf of the District exceeding \$20 shall be paid by cheque drawn on the District account.
- 12.5. The funds and financial dealings of the District shall be accounted for in the form of an income and expenditure account together with a statement of assets and liabilities made up for the year ending 31<sup>st</sup> December in each year and such statement shall be examined by the District accounting officers who shall report to the annual general meeting of the District whether in their opinion the income and expenditure account and the statement of assets and liabilities drawn up in accordance with the provisions hereof give a true and fair view of the District's affairs.
- 12.6. The secretary and the treasurer of the District shall submit a report and balance sheet duly examined as above to each annual general meeting of the District and shall forward a copy thereof to the Secretary of the Executive Officer of the Association.
- 12.7. District funds must only be used and applied towards the promotion of the objects of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of the Association.

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**13. VOTING**

- 13.1. Every member present in person at a meeting of the District will have a vote.
- 13.2. In the case of an equality of votes the Chairperson shall have a second or casting vote.
- 13.3. A vote for the election of a Chairperson of a meeting and a vote on a question of adjournment must be taken immediately. A vote demanded on any other question may be taken at such time as the Chairperson of the meeting directs.
- 13.4. A member who is mentally incompetent of unsound mind may vote by his legally appointed representative.

**14. VACATION OF DISTRICT OFFICER**

- 14.1. The office of a District Office Holder shall automatically be vacated if he or she:-
  - 14.1.1. Becomes bankrupt or insolvent or makes any arrangements with his creditors generally.
  - 14.1.2. Becomes mentally incompetent.
  - 14.1.3. Resigns office or refuses or neglects to act.
  - 14.1.4. Ceases to be a member.

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## **GUIDELINES FOR DISTRICT OFFICIALS**

### **Chairperson**

The Chairperson is responsible for meeting protocol, including the orderly conduct of delegates and guest speakers at meetings. The Chairperson is responsible for the setting up of the agenda of the meeting, usually with the assistance of the Secretary. The Chairperson, when necessary, allots the time given to each item on the agenda, including the maximum time allowed for the various reports and/or questions and comments arising.

The Chairperson of a General Meeting of the District Association is required to:

- Establish the quorum and open the meeting or otherwise dissolve the meeting through lack of quorum.
- Introduce the items of business in the order set out in the agenda and shall not change such an order without the approval of a resolution of the delegates present pursuant to the motion specifying the change required in such an order.
- At all times, rule on points of order and other procedural motions by endeavouring to be concise in his/her statements to the meeting and be fair in summing up points at issue or as have been or are subject of debate and to speak clearly so as to be heard by the delegates.
- Ensure motions are properly moved, seconded and carried with such motions being supported by the majority of delegates in attendance.
- Ensure that he/she vacates the chair promptly and in good grace if required to if a motion that the Chairperson's ruling be dissented from, is in order. The Chairperson resumes his chair immediately after the motion of dissent has been resolved one way or the other. Refrain from entering any debate on substantive questions except on a matter of procedure involving the conduct of the debate.
- Ensure/execute the content of any correspondence which relates to the dealings of the District Association with sponsors, race clubs, governing bodies and other parties. The Secretary may execute standard correspondence with Association and delegates.

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## **Secretary**

The District Association Secretary shall exercise and perform all the usual secretarial functions and generally attend to the secretarial work of the District Association and in particular;

- Keep and maintain the roll of Branch delegates and alternate delegates.
- Keep minutes of all proceedings of meetings of the District Association.
- Keep and maintain complete records of the affairs of the District Association.
- Keep and maintain complete record of awards made to all members of the District Association.
- In conjunction with the Treasurer, control the District Association funds in accordance with the conditions contained in the Association's Constitution.
- Provide the Secretary of the Association with a list of all Office Bearers of the District Association, their addresses and contact numbers and all resolutions regarding the formation of Sub-Committees and changes to the rules.
- When required by the District Association, seek information or confirmation of facts from outside sources to verify details in Branch motions.

## **Treasurer**

The District Association Treasurer shall carry out his/her duties in regards to the District Association funds in conjunction with the Secretary, as required under the conditions of the Association's Constitution and in general shall:

- Prepare the annual balance sheet and accounts and accompanying reports.
- Submit financial statements to all meetings of the District Association.
- Produce to delegates in general meeting the cash books and bank accounts (pass book etc.) when requested to do so.
- Keep vouchers for payments authorised by the District Association
- Keep a true and correct inventory of all property held by the District Association.



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## **Auditors**

- Perform an independent internal audit on the financial accounts of the District Association and report to delegates on the veracity of same.

## **Point Score Captain**

- Point Score Captain will subject to the rules and resolutions of the delegates in general meeting from time to time, determine the allocation of points awarded to various classification of competitions to establish the District Association trophies and prize winners.

## **DISTRICT ASSOCIATION MEETINGS**

- Every District Association shall meet monthly at least 10 times each year at a times and in such manner as may be agreed to at the February AGM. The times and manner are to be advertised to Head Office following the District Association's AGM for advertising on the Association's website.
- A quorum for a District Association meeting is fifty per cent of Branches to be represented. Any delegate that misses three consecutive meetings and who does not provide a medical certificate or acceptable reason for his/her absence is automatically stood down from this forum while another delegate is to be appointed from the respective Branch.
- The District Association will determine at its AGM the length of time for the meeting. At the expiration of that time the meeting shall close unless an extension of time is granted. One extension only is to be made.
- Special meetings may be convened by the Chairperson and Secretary upon a written motion signed by three delegates of such meeting.
- Special or adjourned business shall only be dealt with, unless a two thirds majority of those present decide to include additional business

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## **DISTRICT ASSOCIATION MEETING AGENDA**

A suggested agenda for a District Association meeting is below. This agenda is intended to be flexible to accommodate the individual needs of the District Association and is a guideline only.

- *Chairperson opens the meeting and welcomes any guests, speakers etc.*  
Any changes to the meeting agenda can be advised at this point.
- *Apologies.*
- *Reading and Confirmation of minutes and Directors' Replies from previous minutes.* The minutes may be accepted as read if the Secretary has circulated the previous minutes to all members prior to the commencement of the meeting and members consider them read. If not they should be read to the meeting. The Chairperson should seek a motion being supported by a majority of members in attendance. The Chairperson should then seek a motion confirming the accuracy of the minutes and Directors' Replies as being a true and correct account of proceedings of the previous meeting. In seeking such a resolution, the Chairperson must accept discussion as to any suggested changes to the minutes. Any changes must be agreed to by the majority of delegates who were in attendance at the previous meeting.
- *Business Arising from the Minutes of the Previous Meeting.* This agenda item should permit the discussion of any business arising from the previous meeting (or meetings with regard to ongoing business). The Chairperson should ensure that any motions raised as a result of discussion arising in this agenda item are moved, seconded and carried by a majority of members in attendance.
- *Adoption of the minutes and Directors' replies.* The Chairperson should seek a motion adopting the minutes and Directors' Replies of the previous meeting.
- *Correspondence (Inward/Outward).* Inward correspondence is to be accepted, discussed or noted depending on content and formally received. Outward correspondence is to be accepted and noted and endorsed, if necessary. The Chairperson should seek a motion supporting the above actions as necessary with such motion being seconded and carried by a majority vote of members in attendance.

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- *Treasurer's Report.* Updated income and expenditure report and balance of District Association's accounts. Delegates may wish to appropriately raise with the Treasurer, through the Chairperson, any financial matters relating to the District Association. The Chairperson should seek a motion receiving the Treasurer's report, with such motion being seconded and carried by a majority of delegates in attendance.
- *Point Score Report.* An updated report on the Point Score categories is given. The Chairperson should seek a motion receiving the Point Score Captain's report, with such motion being seconded and carried by a majority of delegates in attendance.
- *Any Other Reports or Social Activities Relating Specifically to the District Association.* This section of the agenda can be used to suit the specific needs of the District Association. The Chairperson should ensure that any motion to receive any reports that may be submitted and the motion should be seconded and carried by a majority of delegates in attendance.
- *Branch Motions.* This section of the agenda is where delegates discuss the motions brought by delegates from their Branch meetings. The Chairperson should ensure that any motions arising are seconded and carried by a majority of delegates in attendance.
- *Matters for Consideration by GRICG.* This agenda item allows discussion of any items that may be considered for forwarding to NSW GBOTA GRICG representatives.
- *Director's Report.* Any Director visiting the District Association may wish to give members an updated report on matters relating to the Association. The Chairperson should seek a motion receiving the Director's report, with such motion being seconded and carried by a majority of delegates in attendance.
- *Closure of Meeting.* The time that the meeting closed should be noted and recorded.

### **MOTIONS AND AMENDMENTS**

The motion as put forward by the delegate shall be known as the original motion. All succeeding proposals on that motion shall be called amendments.

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Every motion or amendment must be moved and seconded by the delegates present at the meeting before any discussion takes place.

After a motion has been proposed and seconded the Chairperson shall call for speakers for and against the motion. The order of speaking to motions and/or amendments shall not allow more than two consecutive speakers "for" or "against" the motion.

When a motion has been proposed, seconded and debated the Chairperson shall proceed to take a vote

A motion may be amended at any time during the debate by:-

- a) Striking out certain wording and adding others in their place but there is to be no alteration to the context or meaning of said branch motions.
- b) Only one amendment shall be discussed at one time. If the amendment be carried, it will become the substantive motion, the original motion lapsing and there will be no necessity to put the original motion to the meeting. It will be permissible, whether the amendment is carried or not, to receive other amendments one at a time. To be decided in like manner until the subject is finally disposed of.

### Substantive Motion

If an amendment is carried, it displaces the original motion and becomes the original motion and itself becomes the "substantive" motion. Whereupon, any further amendments relating to any portion of the "substantive" motion may be moved, provided it is consistent with business or has not been covered by an amendment or motion which has previously been rejected.

After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question. If carried it shall then become a resolution of the meeting,

### Right of Reply

The mover of the original motion shall, if no amendment "be moved" has the right of reply at the close of the debate upon said motion.

When an amendment is moved the delegate shall be entitled to speak thereon in accordance with "Standing Orders". At the close of the debate on such

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amendment the delegate shall reply to the discussion without introducing new material.

The question thereupon be put to the vote immediately and no further discussion shall be allowed once the question has been "put" from the Chair.

### Notices of Motion

A delegate at any meeting may give notice of motion for a future meeting by reading the notice of any motion the delegate intends to move and handing a copy thereof to the Chairperson.

Permission cannot be given to alter a notice of motion if such an alteration would materially alter the policy of the motion.

When the meeting has completed the discussion on the motion, the motion can be amended during the debate in the normal way. The mover may, with the consent of the Chairperson, postpone the moving of the motion to a later date than was originally intended.

### Rescission of Motion

Once a motion becomes a resolution, no subsequent motion can be proposed at the same meeting which rescinds, negates or destroys it. A delegate desiring to rescind a resolution must give notice of motion in accordance with the Standing Orders.

### Subject Previously Considered

Any subject that has been decided by vote at any meeting of the District Association cannot be entertained or dealt with there, or at any subsequent meeting thereof within a period of three months, unless a two thirds majority of those present decides to reconsider such subject.

### Withdrawals or Additions

No motion or amendment which has been accepted by the Chairperson shall be withdrawn without the consent of the mover and seconder. Neither shall any addendum or rider be added to a motion which has been accepted by the Chairperson without such consent.

### Closing Debate

A debate may be closed at any time by motions "That the next business is proceeded with" or "that the question now be put".

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Adjournment

Any delegate who has not already spoken during the debate may move the adjournment of the question under discussion. The delegate must then confine his remarks to that question and must not discuss any other matter.

Voting

All questions shall be "put" to the meeting on voices or show of hands. If requested by a majority of delegates present, a ballot shall be taken.

Every delegate present at a meeting other than the Chairperson shall be entitled to one vote. Every question shall be decided by a majority of members present voting. In the case of an equality of votes the Chairperson shall exercise a casting vote.

**CONDUCT OF ELECTIONS AT DISTRICT ASSOCIATION ANNUAL GENERAL MEETINGS**

District Association elections must be held during the District Association's Annual General Meeting in February each year. Occasionally, an additional election for office bearers may be required due to resignation or other reasons.

It is preferred that all persons nominating for a position and all persons accepting a position be Branch delegates to the District Association. However, it is accepted that in exceptional circumstances a position may be filled from outside the delegates. All persons voting at any election must be Branch delegates to the District Association. Alternate delegates, visitors, or guests are not eligible to vote.

Suggested Procedure for Elections

- a. A suspension of Standing Orders should be moved, seconded and carried while the outgoing Chairperson still has the Chair and resumed following the completion of the elections.
- b. The Chairperson calls for nominations for a person to act as Returning Officer, such person must not be a person standing for office at that election.
- c. The Returning Officer then takes the Chair and calls for persons to be nominated as Scrutineers. The persons acting as Scrutineers must not

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- be persons standing for office at that election. A maximum of three Scrutineers is adequate.
- d. The Returning Officer then outlines the procedures for the ballot.
- e. The Returning Officer then calls for nominations for:
- Chairperson
  - Vice-Chairperson
  - Secretary
  - Treasurer
  - Other positions as the District Association make up require.
- At any election for any position, or positions, the Returning Officer can accept a written acceptance of nomination from a person not present at the election.*
- f. The Returning Officer then calls for (i) a seconder for the nominations and then (ii) asks the nominated person if they are prepared to take the position.
- g. Scrutineers assist the Returning Officer in collecting and checking the ballot papers. In the event of a dead-heat another ballot may be conducted unless one candidate involved in the dead-heat concedes to the other candidate.
- h. If a position is not filled then the vacancy may be held over to a following meeting.